

4 FAM 470

TRANSPORTATION OF PASSENGERS AND THINGS

(CT:FIN-426; 07-08-2013)
(Office of Origin: CGFS/FPRA/FP)

4 FAM 471 GENERAL VOUCHERING INFORMATION

4 FAM 471.1 Authorities

(CT:FIN-367; 12-07-2004)

- a. Among other things, 40 U.S.C. 121(c)(2) authorizes the Administrator of General Services to prescribe regulations for transportation management.
- b. 31 U.S.C. 3726 requires payment of carrier bills, in general, upon presentation and prior to audit by the Administrator of General Services or his or her designee; and sets forth the statute of limitations for claims and refunds.
- c. 31 U.S.C. 3528(c) provides for the relief of certifying and disbursing officers from liability for overpayments made for transportation furnished on U.S. Government bills of lading and U.S. Government transportation requests (GTRs) when such overpayments are due to the use of improper transportation rates or classifications or the failure to deduct proper amounts under a land grant law or agreement.
- d. 41 CFR 102-118 sets forth the policies and procedures governing the documentation and audit of payments for domestic and foreign freight and passenger services furnished for the account of the United States. It also provides for uniformity in procuring and paying for such services and furnishes information and guidance to agencies, to common and contract carriers and forwarders and to all others concerned.

4 FAM 471.2 Traveler's Responsibility

(CT:FIN-404; 06-29-2010)

- a. The traveler is responsible for the proper performance of official travel and the proper shipment/storage of his or her own effects, regardless of whom may have assisted the traveler in making travel and transportation arrangements. Therefore, to reduce the possibility of personal payments for unauthorized travel or excess shipment/storage of effects, etc., travelers should be familiar

UNCLASSIFIED (U)

U.S. Department of State Foreign Affairs Manual Volume 4
Financial Management

with allowable travel and transportation expenses as defined in 14 FAM 500 and 14 FAM 600. Wherever possible, travelers must use Department-provided transportation offices to obtain tickets. GTRs should be used only in emergencies.

- b. If the traveler does incur excess transportation costs, such as for indirect routing, or nonuse of city-pair fares, the traveler must pay such costs to the carrier at the time of procurement. Deductions for excess charges unknown when travel commences are made from the traveler's travel claim submitted at the completion of travel. Charges for excess shipping/storage costs must be paid by the traveler as prescribed in 14 FAM 500 and 14 FAM 600.
- c. Travelers are responsible for the use and/or disposition of all tickets, U.S. Government transportation requests (GTRs), airline-denied boarding compensation checks, or promotional materials bought by GTR, U.S. Government Travel System (GTS), or other voucher. Any changes in transportation arrangements require that the traveler:
 - (1) Notify the Travel Management Center (TMC) immediately when the trip or portion of the trip will not be made;
 - (2) Document in writing that the TMC was notified. This must include the name of the person notified; and
 - (3) Notify the executive office/post management office of unused tickets, the existence of any partially unused tickets, and/or refunds due to the U.S. Government. In certain cases, partially used tickets increase the cost of the airfare. The traveler is required to repay the U.S. Government any excess costs that may occur as a result of the traveler's actions in accordance with 14 FAM 585.2.
- d. The traveler and executive office/post management office are responsible for ensuring that the account was credited for any refunds due. Both the traveler and executive office/post management office are responsible for following up with the Office of Employee Claims and the Office of Accounts Receivable in the Charleston Financial Service Center to ensure that the refunds were received and properly credited back to the allotment.

4 FAM 471.3 Definitions

4 FAM 471.3-1 Transportation Vouchers

(CT:FIN-404; 06-29-2010)

- a. Transportation vouchers are invoices or billings for the transportation of passengers and property by a carrier, carrier's agent, travel agency, or transfer company. Transportation vouchers are subject to audit against published common carrier passenger, freight, or express tariffs, or other equivalent contract, arrangement, or other type procurement authority.

UNCLASSIFIED (U)

U.S. Department of State Foreign Affairs Manual Volume 4
Financial Management

- b. Vouchers for reimbursements to travelers claiming passenger and property transportation costs are not considered transportation vouchers for the purpose of these regulations but are subject to limitations and restrictions of the regulations set forth in 14 FAM 500, 14 FAM 600, 4 FAM 460, and 41 CFR 101-41.
- c. Vouchers covering charges for intracity transit services; local storage, drayage, and handling services; or for small shipments not procured with U.S. Government bills of lading (GBL's), must not be considered transportation vouchers for the purpose of these regulations.

4 FAM 471.4 Appropriation Chargeable

(CT:FIN-367; 12-07-2004)

The fiscal year of the appropriation to be charged for transporting freight and passengers will be determined in accordance with the provisions of 4 FAM 053 and 4 FAM 054.

4 FAM 471.5 Use of Foreign Currency

(CT:FIN-367; 12-07-2004)

Air, ship, rail tickets, and transportation expenses incurred in shipping air and surface unaccompanied baggage, household effects, and privately owned vehicles may be paid in foreign currencies.

4 FAM 472 TRANSPORTATION OF PASSENGERS

4 FAM 472.1 Procurement of Passenger Transportation

(CT:FIN-404; 06-29-2010)

- a. Authorized passenger transportation for official travel, including related charges such as excess baggage, are normally procured by Form SF-1169, U.S. Government Transportation Request (GTR), in accordance with instructions contained in 14 FAM 500. If necessary, procurement may also be made by purchase order, official letter, or cash (see limitations in paragraphs b and c of this section). In Washington, DC, procurement may be made with the centrally billed account (CBA).
- b. Cash must be used to procure all passenger transportation services costing \$10 or less and to pay air excess baggage charges of \$15 or less for each leg of the trip, unless special circumstances justify the use of GTR.
- c. Obtain approval for using cash in excess of \$100 from the chief of the transportation division (A/LM/OPS/TTM) prior to travel, domestically or abroad. Under emergency circumstances, the travel-authorizing official may authorize a

UNCLASSIFIED (U)

U.S. Department of State Foreign Affairs Manual Volume 4
Financial Management

traveler to exceed the \$100 limitation. The use of credit cards, other than the contractor-issued charge cards, and all travelers checks to purchase passenger transportation services must be considered the equivalent of cash and subject to the \$100 limitation. Passenger transportation services procured with contractor-issued charge cards or CBA accounts are not subject to the \$100 limitation.

- d. When transportation services are obtained by means other than use of GTR, the procurement document (purchase order, letter, or other form of communication) must contain the same data that would be required in the issuance of a transportation request.

4 FAM 472.2 Unused Transportation

4 FAM 472.2-1 Redemption Action

(CT:FIN-404; 06-29-2010)

Unused tickets, ticket refund application in connection with an exchange of an original ticket for one of lesser value and so on, must be surrendered and processed promptly for redemption. Redemption is obtained by the post or bureau/office in Washington, DC where the original payment was made.

4 FAM 472.2-2 Receipt of Promotional Material

(CT:FIN-404; 06-29-2010)

Promotional materials (such as bonus flights, reduced-fare coupons, merchandise, gifts, credits toward future free flights, reduced costs toward future free flights, frequent flyer mileage, or reduced costs of services or goods) received by employees in conjunction with official travel and based on the purchase of a ticket or other services from transportation companies, rental car companies, or other commercial activity, are properly considered property of the traveler. All cash awards are due to the U.S. Government and may not be retained by the employee. The Comptroller General of the United States has stated that employees are obligated to account for any gift, gratuity, or benefit received from private sources incident to performing official duties (Comp. Gen. Decisions B199656, July 1981, and B210717, February 1984). When an employee receives promotional material, the employee must accept the material on behalf of the United States and relinquish it upon completion of travel to the post management officer or, in Washington, DC, to the chief of the transportation division of the appropriate agency. (See 4 FAM 465 and 14 FAM 500).

4 FAM 473 TRANSPORTATION OF THINGS

(CT:FIN-367; 12-07-2004)

Officers should review the procedures in 4 FAH-3 H-473 for the correct forms, procurement of services, use of foreign carriers, presentation of billings, and billing exceptions and payment procedures, when original U.S. Government bills of lading are lost or destroyed.

4 FAM 474 CLAIMS

(CT:FIN-367; 12-07-2004)

Officers may refer to 4 FAH-3 H-474 for the procedures related to the treatment of doubtful and supplemental claims and the documenting of suspensions and disallowances.

4 FAM 475 LOCAL TRANSPORTATION

(CT:FIN-376; 11-01-2005)

Local transportation charges, such as hiring taxicabs, special conveyances, or using privately owned vehicles, are allowable as transportation costs only as prescribed by the provisions of 14 FAM 500. Such charges must be for travel on official business and be approved by the principal, administrative, or other designated officer. Use of such transportation is subject to administrative control to prevent abuse.

4 FAM 476 THROUGH 479 UNASSIGNED